

**GUIDANCE FOR PREVENTIVE MAINTENANCE
OF
REAL PROPERTY**

1. It is essential that Chiefs of Stations and their Post Engineers maintain facilities assigned to the Station in good usable condition at all times and in an efficient manner. The following information is submitted for use as a guide in establishing routine maintenance procedures and standards where applicable.

2. To accomplish the above it is necessary to set up and rigidly follow a routine preventive maintenance program. This would include the systematic inspection, testing, and servicing of facilities and equipment in such a way as to prevent major breakdowns and to extend economical life expectancy.

3. The established preventive maintenance program should include the following:

a. Training and instruction of operators and/or users in proper operating procedures and/or preventive maintenance practices.

b. Assignment of specific maintenance responsibilities to operating and/or using personnel and to skilled maintenance personnel.

c. Systematic and periodic inspection and servicing by skilled personnel.

d. Supervision of the preventive maintenance program by personnel responsible for operation or maintenance.

e. Periodic staff visits and rendering of technical and administrative advice and assistance by engineers and technicians who are trained in operation, maintenance, and repair of equipment, systems and real property.

4. Enclosure No. 1 is a list of the minimum frequency and scope of preventive maintenance inspections and services which are recommended as applicable.

5. Enclosure No. 2 is a list of technical manuals recommended for the use of the Post Engineer as a basic reference. These manuals cover a wide range of technical problems which are frequently encountered in base maintenance. They are written in simple practical language easily understood by non-professional laymen with a practical background. If copies of the manuals listed are not available in the field, headquarters will obtain and forward copies as requested.

Enclosures:

No. 1 - Frequency and Scope of Preventive

Maintenance Inspections, and
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Services.

No. 2 - List of Technical Manuals